

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on March 27, 2012

The meeting was called to order at 7:13 p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- John Oberg
- Matt Foley – arrives at 7:15
- Francis Costello
- Joseph Green

The following individuals were absent:

- Sue Bahng

The following individuals, serving in various official capacities, were also present:

- Jack Sauer, Administrator
- Tom Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority
- William Phayre – Council Liason

COMMITTEE REPORTS:

Administrator's Report:

Jack Sauer reports the following:

- Master meter has been ordered for 4th Avenue. Johnston Brothers Electric will have to be notified when it is delivered so that installation can be scheduled.
- Final invoice has been received for meter as well.
- Will look into re-classifying PEO Ciocco
- With regard to the accident with the van, a check was received for the damage. It is our understanding that JIF (Joint Insurance Fund) will be looking to the driver for the deductible amount.

FINANCIAL REPORT:

Thomas Garrity discusses income and expenses. He also indicated that Mr. Volz indicated that he is hiring a firm to test the last well and will then contact the DEP.

Chairman Costello reviews the Income by location and indicated that he believes that the lot by the Iron Horse will be busier again.

Chairman Costello further notes the following:

- Collections are under-budget
- Maintenance costs have increased
- May have to accelerate the master meter purchases in order to keep labor down
- Should show line item for restricted asset – that being \$6,000 landscaping money

Chairman Costello further states that he spoke with Bill Volz and he indicated that they have a Contract on the Arrow Stationary property. Mr. Volz would like egress/ingress rights. Chairman suggested that he do a proposal to go before the Mayor and Council.

LEGAL REPORT:

Mr. Pellegrino indicated that he reviewed the Contract for the Handi-guide Renewal and that it is acceptable.

Further, he will be working on a Press Release with updates.

OLD BUSINESS:

A Motion was made by John Oberg, seconded by Francis Costello and unanimously approved to approve both sets of minutes of the meeting held on January 10, 2012.

NEW BUSINESS:

A Motion was made by Matt Foley and seconded by Joseph Green and unanimously approved to approve disbursements reflecting check #2064 through #2079

A roll call vote was taken as follows:

John Oberg	Aye
Matt Foley	Aye
Sue Bahng	Absent
Francis Costello	Aye
Joseph Green	Aye

Chairman Costello discussed whether or not PEO Ciocco should be a salaried employee or an hourly employee. To be an Exempt (salaried) employee, you would have to be administrative or have a unique skill or talent. A Non-Exempt (hourly) employee is an employee that is subject to overtime. The first thing that we would have to do is create a job description and evaluate same.

Chairman Costello further states that he spoke to William Martin about the idea of a canopy over the master meters and wanted to see if he could come up with a design.

Chairman Costello would like to adopt an appropriate logo for the WPA and has enlisted the help of Chris Flannery. Mr. Flannery submitted a few different ideas, however, none of which were deemed "the one". We will continue to provide him with ideas.

PUBLIC FORUM

None.

There being no further new business, a Motion was made by John Oberg, seconded by Joseph Green and unanimously approved to adjourn the meeting.

At 7:58 p.m. the meeting was adjourned.

Date:


